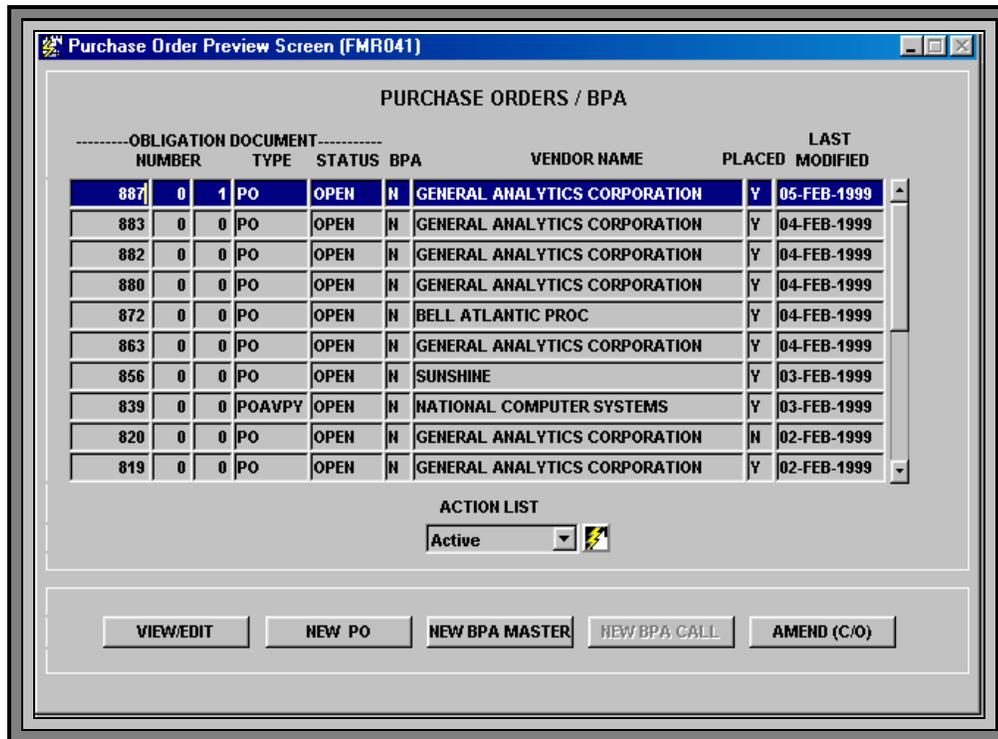


### FMR041-Purchase Order Preview Screen



**Introduction**

This screen is used to review existing purchase orders as well aid in the creation of new purchase orders, BPA Masters, BPA Calls, and amendments.

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>OBLIGATION DOCUMENT</b>					
<b>NUMBER</b>	This group of fields lists the document number. The first field shows the actual document number, the second field shows the release number (for BPA Calls), and the third number displays the modification number, if one exists.	Derived	System generated from FM041	Y	N
<b>TYPE</b>	This field lists the type of document for the associated document number.	Derived	System generated from FM041	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>STATUS</b>	This field displays the current status of the document. Only documents with a status of "OPEN" are displayed under the action list of "Active".	Derived	System generated	Y	N
<b>BPA</b>	This field lists a "Y" if the related document is a BPA Master, or BPA Call, and an "N" if the document is neither a BPA Master or a BPA Call.	Derived	System generated	Y	N
<b>VENDOR NAME</b>	This field lists the vendor used on the purchase order.	Derived	System generated	Y	N
<b>PLACED</b>	This field lists a "Y" if the document has been approved by the buyer. Otherwise, there is an "N" in this field.	Derived	System generated	Y	N
<b>LAST MODIFIED</b>	This field displays the date that either the document was created or a non-administrative change was made to the purchase order	Derived	System generated	Y	N
<b>ACTION LIST</b>	This is a drop down box which contains various query type scenarios. Selecting one of the options lists only documents with that query criteria.	Derived	System generated	N	N
<b>VIEW/EDIT</b>	Selecting this pushbutton allows documents with a "Placed" flag of "Y" to be viewed. It allows documents with a "Placed" flag of "N" to be viewed or edited.	Pushbutton	N/A	N/A	N/A
<b>NEW PO</b>	Selecting this pushbutton opens the FM041 screen in order to create a new purchase order.  Note: Further detail is shown on page 4.	Pushbutton	N/A	N/A	N/A
<b>NEW BPA MASTER</b>	Selecting this pushbutton opens the FM041 to allow creation of a new BPA Master.	Pushbutton	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>NEW BPA CALL</b>	<p>Selecting this pushbutton, when a BPA Master document is highlighted from the list, opens the FM041 to allow creation of a new BPA Call against that Master.</p> <p>Note: This pushbutton is only enabled when a fully approved BPA Master document is highlighted.</p>	Pushbutton	N/A	N/A	N/A
<b>AMEND (C/O)</b>	Selecting this pushbutton, when an document with a placed flag of "Y" is highlighted from the list, opens the FM041 to allow for a modification of the existing document.	Pushbutton	N/A	N/A	N/A

### FM041 p1-Purchase Order

**Introduction**

This procedure describes the process to enter purchase order data in CSPS. A purchase order is the Government's offer to a vendor that, if accepted, binds the vendor to perform in accordance with the terms and conditions of the order. The purchase order data is entered via the CSPS "Purchase Order Screen" (FM041).

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
1 PR TO 1 PO	<p>This check box allows a user to select a requisition in its entirety and process it directly onto a purchase order.</p> <p>Note: A purchase request must be assigned to a purchase order before this field can be used. The user will be able to select a purchase request from an LOV when the above condition is met.</p>	Optional	Entered by user	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>1 TO 1 PR DOC NO</b>	This field lists the requisition number associated with the purchase order.  Note: This field will only default in if the "1 PR to 1 PO" field has been checked.	Derived	System generated	Y	N
<b>DOC COMPLETE</b>	This field lists a "Y" if the document has been approved (i.e. The "Approved" check box has been checked).	Derived	System generated	Y	N
<b>DOC TYPE</b>	This field identifies the document type.  Note: The field defaults in as PO, but the user may double click in the field and select a valid entry from the LOV.  Note: This field populates from the FM030 purchase request if "1PR to 1 PO" is set to "Y".	Required. This field contains an LOV.	Valid values are maintained in GL021.	Y	N
<b>AWARD TYPE</b>	This field displays the matching award type for a certain document type.  Note: This field defaults to an "Award Type" of 40, but the user may select a different entry from the LOV.	Required. This field contains an LOV.	Valid values are maintained in GL021.	Y	Block 1 on CD-404
<b>MOD</b>	This check box displays a check if the document being worked on is an amendment .	Derived	System generated	Y	Block 7 on CD-404
<b>BPA</b>	This field will be marked with a "Y" if the document is a Blanket Purchase Agreement (BPA), otherwise it will default to a "N".	Derived	System generated	Y	N
<b>FEEDER SYS NO</b>	This field is used to record overlapping data which may be used as a "feeder" to another application.	Optional	System generated	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>OBLIG #</b>	This field lists the document number for the purchase order. The first section is the document number, the middle section is the release number and the last section indicates a modification number, if one exists.	Derived	System generated	Y	Block 1 on CD-404.
<b>G/L</b>	This field lists the general ledger end date. The field defaults to the current month-end date.  Note: The user may modify this field by double clicking in the field and selecting a valid entry from the list of values.	Derived	System generated	Y	N
<b>FY</b>	This field lists the fiscal year. It defaults to the current year, but may be changed for future year processing.	Derived	System generated	Y	N
<b>TOTAL</b>	This field lists the total dollar amount of the purchase order.  Note: This field populates from the FM030 purchase request if "1PR to 1 PO" is set to "Y".	Derived	System generated	Y	Block 25 on CD-404
<b>DOC DATE</b>	This field lists the date that the purchase order was created. It defaults to the current date and cannot be overwritten. The required format for this field is DD-MON-YYYY, e.g., 31-MAY-1999.	Derived	System generated	Y	Block 5 on CD-404
<b>REF</b>	This field lists any values which may be entered by procurement personnel. This field will mostly be used for the GSA schedule number.	Optional	Entered by user	Y	Block 2 on CD-404
<b>NOT TO EXCEED</b>	The field lists the dollar amount that cannot be exceeded for BPA Masters.  Note: This field is used and required only for BPA Masters.	Optional	Entered by user	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>EFFECTIVE FROM</b>	<p>This field lists the effective dates for the purchase order. The field represents the first day the purchase order may be processed.</p> <p>Note: This field defaults in as the current date, but may be changed by the user.</p>	Derived	System generated	Y	N
<b>TO</b>	This field represents the last day the purchase order can be processed.	Optional	Entered by user	Y	N
<b>STATUS</b>	<p>This field indicates the status of the purchase order. The field remains set to "OPEN" for newly created documents.</p> <p>The status will change to:            "CANCEL" if the document is disapproved or the total purchase order quantity is changed to 0,            "CLOSED" if the purchase order is fully approved, or "HOLD" while waiting for funds override approval from the override official.</p>	Derived	System generated	Y	N
<b>AS OF</b>	This field lists the date of the last "status" change for the purchase order.	Derived	System generated	Y	N
<b>BUREAU</b>	<p>These fields list the bureau number and corresponding bureau name. The values default to the bureau of the buyer, but can be overwritten by other entries from the LOV.</p> <p>Note: This field populates from the FM030 purchase request if "1PR to 1 PO" is set to "Y".</p>	Required. This field contains an LOV.	Valid values are maintained in GL021	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>VENDOR</b>	<p>These fields list the vendor number and corresponding vendor name.</p> <p>Note: This field populates from the FM030 purchase request if "1PR to 1 PO" is set to "Y".</p> <p>Note: This field is a drill down and is shown in further detail on page 11.</p>	Derived	System generated	Y	Block 9 on CD-404
<b>CONT OFC</b>	<p>This field indicates the buyer's contracting office.</p> <p>Note: This field defaults in to the contracting office of the buyer.</p>	Derived	System generated from PR601	Y	N
<b>NOTES</b>	<p>This is a 240-character pop-up field used to record notes or comments about the purchase order.</p>	Optional. Double click to access the pop-up.	Entered by user	N	N
<b>CLAUSES</b>	<p>This is a pop-up field used to record clauses or line items specific to the particular purchase order.</p> <p>Note: This field is a drill down and is shown in further detail on page 14.</p>	Optional. Double click to access the pop-up.	Entered by user	N	N
<b>ATTACHS</b>	<p>This is a pop-up field that allows the user to describe a document name and location that may be attached to the purchase order.</p> <p>Note: This field is a drill down and is shown in further detail on page 16.</p>	Optional	System generated	N	N
<b>ROUTING</b>	<p>This field is a pop-up field used to view the individuals who need to approve the document. Once all approvers have approved the changer order, it is considered final.</p> <p>Note: This field is a drill down and is shown in further detail on page 18.</p>	Derived	System generated from WF001	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ESTIMATED CONTRACT LIFE \$</b>	<p>This field displays the total dollar value of all line items on the purchase order. If a BPA Call is created, then the "Estimated Contract Life \$" field defaults from the BPA Master's "NTE" field.</p> <p>Note: The "Estimated Contract Life \$" field can be changed to a value which is greater than the documents total.</p>	Derived	System generated	Y	N
<b>APPROVED</b>	<p>This check-box indicates whether an obligation is complete and ready for approval routing. When approved, the name of the buyer and the current date is displayed in the adjacent fields.</p> <p>The system checks funds availability at the MDL level. Only those MDL's with sufficient funds will be posted to the general ledger accounts upon document approval. When funds do not exist, the system will generate an error, indicating which MDL failed and the override official will be notified.</p>	Required	Entered by user	Y	N
<b>ORIGINATING OFFICE CODE</b>	<p>This field designates the originating office of the employee who has created the purchase order. This value appears in the document number on the CD-404.</p> <p>Note: This field defaults in but may be modified by the user.</p>	Required. This field contains an LOV.	Valid values are maintained on GL029	Y	Block 1 on CD-404

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>REPORT</b>	<p>Selecting this pushbutton opens either the SF-281 if the document "Estimated Contract Life \$" is under 25,000 dollars, or the CD-409 if the "Estimated Contract Life \$" is equal to or above \$25,000. This pushbutton only appears after the "Approved" flag has been checked.</p> <p>Note: Further detail is shown on the SF-281 on page 51 and further detail on the CD-409 is shown on page 54.</p>	Pushbutton	N/A	N/A	N/A
<b>FORWARD</b>	<p>Selecting this pushbutton opens the WFR006 to select document reviewers. This pushbutton should be used before a buyer approves a purchase order.</p> <p>Note: Further detail is shown on page 20.</p>	Pushbutton	N/A	N/A	N/A
<b>NEXT</b>	<p>Selecting this pushbutton advances the user to the FM041 page 2 screen.</p> <p>Note: Further detail is shown on page 22.</p>	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	<p>Selecting this pushbutton returns the user to the previous screen.</p> <p>Note: This pushbutton is not enabled on this screen.</p>	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	<p>Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.</p>	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Order (Vendor & Shipping Data)

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>VENDOR</b>	This field lists the vendor number, address ID number, and the vendor address for the document.	Required. This field has a LOV.	System generated from PM002	N	Block 9 on CD-404
<b>DUNS NO.</b>	This field lists the DUNS number associated with the vendor information. This field defaults in when a vendor is selected.	Derived	System generated from PM002	N	Block 10 on CD-404
<b>CONTACT</b>	This field lists the contact name associated with the vendor. This field defaults in when a vendor is selected, but it may be overwritten.	Derived	System generated from PM002	N	Block 13 on CD-404
<b>FOB</b>	This field lists the payment terms associated with shipping the product being procured. This field defaults in when a vendor is selected, but it may be overwritten.	Derived	System generated from PM002	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>VIA</b>	This field lists the means of shipment selected (i.e., UPS, FedEx, Truck) and the name of the shipper/carrier.	Optional. This field contains an LOV.	System generated from PM002	N	N
<b>FREIGHT</b>	This field lists any special freight considerations specific to an order.	Derived	System generated from PM002	N	Block 13 on CD-404
<b>EXCHANGE:</b>					
<b>COUNTRY CODE</b>	This field lists the valid currency exchange for the purchase order. The field defaults in as "US", but it can be changed.	Derived	System generated from PM002	N	N
<b>RATE</b>	This field lists the ratio of dollars to other currency. This field defaults in "1.0000" but can be changed.	Derived	System generated from PM002	N	N
<b>TERMS1:</b>					
<b>NET DAYS</b>	This field lists the standard net number of days after the invoice is received that the payment is due. The field defaults to 30 days, but this number may be increased or decreased	Derived	System generated from PM002	N	N
<b>DISCOUNT</b>	This field indicates the discount amount. The first block indicates an "A" for a discount amount or a "P" for a discount percent. The second block displays the dollar/percentage amount discount received if payment is made by the W/IN days field. This field defaults, but can be changed.	Derived	System generated from PM002	N	N
<b>W/IN DAYS</b>	This field displays the time frame to all payment to receive the discount.	Derived	System generated from PM002	N	N
<b>TERMS2:</b>					

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>NET DAYS</b>	This field lists the standard net number of days after the invoice is received that the payment is due. The field defaults to 30 days, but this number may be increased or decreased	Derived	System generated from PM002	N	N
<b>DISCOUNT</b>	This field indicates the discount amount. The first block indicates an "A" for a discount amount and a "P" for a discount percent. The second block displays the dollar/percentage amount discount received if payment is made by the W/IN days. This field defaults, but can be changed.	Derived	System generated from PM002	N	N
<b>W/IN DAYS</b>	This field displays the time frame to all payment to receive the discount.	Derived	System generated from PM002	N	N
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

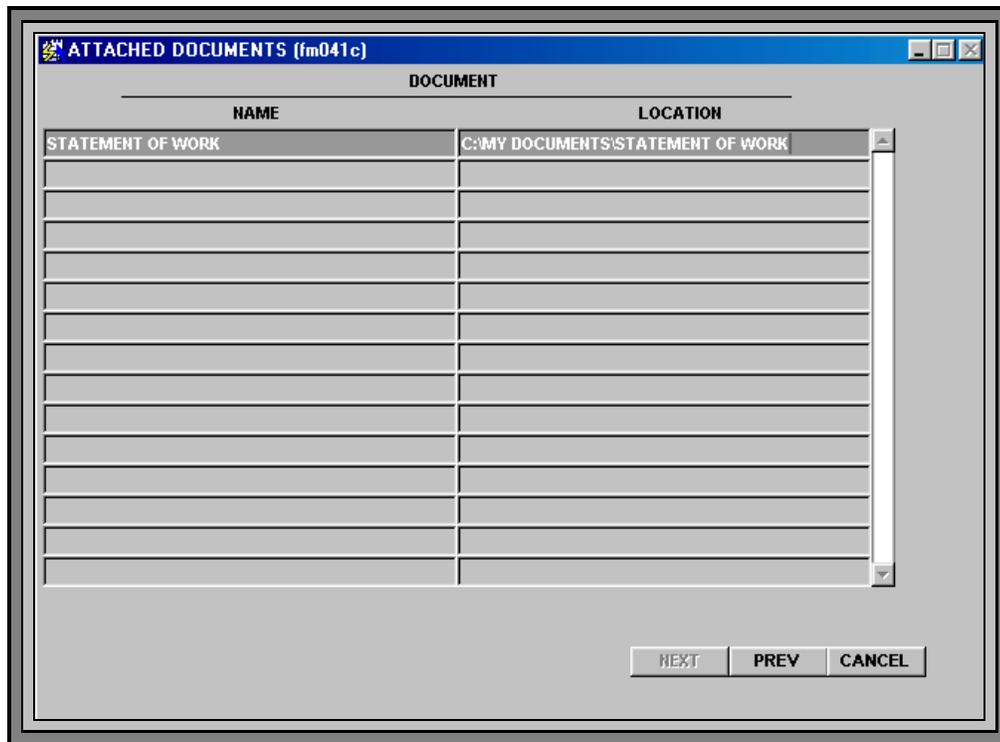
### FM041-Purchase Order (Clauses)

CLAUSE #	CLAUSE FLAG	SHORT DESCR	FULL TEXT
52.219-13	Y	UTIL	
52.232-25	Y	PRC	

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>CLAUSE #</b>	This field lists the selected clause number which will print on the CD-404.	Optional. This field contains an LOV.	Valid values are maintained in PR007	N	Between block 20 and 21 on CD-404
<b>CLAUSE FLAG</b>	This field will default with a "Y" if the item selected is a clause versus a line note.	Optional	Valid values are maintained in PR007	N	Between block 20 and 21 on CD-404
<b>SHORT DESCR</b>	This field lists the short description of the clause/line note that is selected.	Optional	Valid values are maintained in PR007	N	Between block 20 and 21 on CD-404
<b>FULL TEXT</b>	This field lists the full description of the clause/line note that is selected.	Optional	Valid values are maintained in PR007	N	Between block 20 and 21 on CD-404

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>NEXT</b>	Selecting this pushbutton advances the user to the next screen.  Note: This pushbutton is not enabled on this screen.	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	Selecting this pushbutton returns the user to the previous page.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Order (Attached Documents)



Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DOCUMENT NAME</b>	This field contains the name of the attached document.  Note: By double clicking in this field, the full description can be seen via an editor pop-up.	Optional	Entered by user	N	N
<b>DOCUMENT LOCATION</b>	This field contains the path or location of the attached document.  Note: By double clicking in this field, the full description can be seen via an editor pop-up.	Optional	Entered by user	N	N
<b>NEXT</b>	Selecting this pushbutton advances the user to the next screen.  Note: This pushbutton is not enabled on this screen.	Pushbutton	N/A	N/A	N/A

<b>Field Name</b>	<b>Description</b>	<b>Attributes</b>	<b>Derivation Source</b>	<b>Query Field</b>	<b>Mapping</b>
<b>PREV</b>	Selecting this pushbutton returns the user to the previous page.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Order (Routing)

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>PRIORITY</b>	This field contains the routing priority number. This number is ascending and indicates who will have to approve the document 1 <sup>st</sup> , 2 <sup>nd</sup> , etc.	Derived	System generated	N	N
<b>FUNDS CERTIFICATION OFFICIAL</b>	This field indicates if the approving official is the funds certification official.	Derived	System generated	N	N
<b>NOTES</b>	This is a 240-character pop-up field used to record notes or comments about the purchase order.	Derived. Double click to access the pop-up.	System generated from WF002	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>APPROVAL</b>	<p>These fields contain approval routing information.</p> <p>The first section indicates if the approving official has approved the document.</p> <p>The second section contains the approving official's name.</p> <p>The third section contains the date that the document was approved. If the document has not been approved yet, this field is blank.</p> <p>The fourth section contains the approving official's title.</p> <p>The fifth section contains the approving official's phone number.</p>	Derived	System generated	N	N
<b>NEXT</b>	<p>Selecting this pushbutton advances the user to the next screen.</p> <p>Note: This pushbutton is not enabled on this screen.</p>	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Request (WFR006-Document Review Routing Sequence)

SEQ NO	EMP NO	EMPLOYEE NAME	COMPLETE	NOTE
1	543	RORSTROM LEE, LYNN JEF	<input type="checkbox"/>	
2	14190	SCHLENKER, LISA	<input type="checkbox"/>	
3	14191	RAVIN, D AYNAT	<input type="checkbox"/>	
			<input type="checkbox"/>	

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>FORWARD:</b>					
<b>RE-SEQ</b>	These push-buttons allow the user to change the order of the reviewers. If the up arrow is clicked, the employee name highlighted will shift up one block. If the down arrow is selected, the employee name highlighted will shift down one block.	Pushbutton	N/A	N/A	N/A
<b>SEQ NO</b>	This field lists the sequence number of the reviewer from the first to the last reviewer.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>EMP NO</b>	This field contains the employee number of the reviewer selected. Double clicking in this field will access the PRR001 screen.  Note: This screen is a drill down and is shown in further detail on page 1-22.	Optional	Entered by user	N	N
<b>EMPLOYEE NAME</b>	This field contains the name of the reviewer associated with the value listed in the "Emp No" field.	Derived	System generated	N	N
<b>COMPLETE</b>	This check-box indicates if the reviewer has seen the document and sent it on to the next reviewer.	Derived	System generated	N	N
<b>NOTE</b>	This is a 240-character pop-up field which document reviewers may use to record notes or comments about the purchase order.  Note: Data from this field will not print on the CD-404.	Optional. Double click to access the pop-up.	Entered by user	N	N
<b>OK</b>	Selecting this pushbutton will save any changes made and automatically exit the user back to the last active screen. It will also send a message to the first/next reviewer indicating that the document is now ready for their review.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041 p2-Purchase Order

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>LINE ITEM #</b>	This field displays the line item number.  Note: By typing a 0 in this field a header can be entered. By entering 999 into this field, a footer may be created.	Derived	System generated	N	Block 14 on CD-404

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>PR</b>	<p>This field lists a "Y" to indicate if the line item is associated with a requisition, and "N" if it is not.</p> <p>Note: This field defaults as "Y" from the FM030 purchase request if 1 PR to 1 PO is set to "Y".</p> <p>Note: This field is also used to pull in line items from RFQ's and purchase requests. To pull a line item onto a purchase order, enter a "Y" into this field and hit return. This will open the FM050 screen.</p> <p>Note: If a "Y" is in this field, two additional screens may be viewed by drilling down. Further detail on FM050 is shown on page 28. Further detail on FM041e is shown on page 30.</p>	Optional. This field contains an LOV.	Entered by user	N	N
<b>ITEM TYPE</b>	<p>This field is used to select the document matching requirement based on the type of item ordered. Document matching criteria combines receipt ticket, acceptance, invoice and purchase order.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required. This field contains an LOV.	System generated from GL021.	N	N
<b>COMMODITY</b>	<p>This field identifies the prompt pay category based on the commodity code of the item.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required. This field contains an LOV.	System generated from GL021.	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DUE DATE</b>	This field displays the date which the order is marked to be delivered.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required	Entered by user	N	N
<b>ACCEPT</b>	This field lists the days set to accept the item. This field defaults to 7, but may be modified.	Derived	System generated	N	N
<b>STATUS</b>	This field indicates the status of the purchase order line item.	Derived	System generated	N	N
<b>AS OF</b>	This field lists the date the purchase order line item was first created.	Derived	System generated	N	N
<b>PART #</b>	This field allows the user to enter the manufacturer's part number for the purchase order line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Optional	Entered by user	N	N
<b>STOCK #</b>	This field allows the user to enter the inventory stock number for the purchase order line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Optional	Entered by user	N	N
<b>INVENTORY:</b>					
<b>QTY</b>	This field displays the inventory quantity.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>UNIT</b>	<p>This field allows the user to enter the unit of measure for the purchase order line item. The entry should be a two decimal entry. This field can only be accessed if a stock number for the item has been entered.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Optional	Entered by user	N	N
<b>EMP #</b>	<p>This field lists the employee number of the contact person associated with the purchase order's line item.</p> <p>Note: This field defaults to 0 if it is not entered.</p>	Optional. This field contains an LOV.	Entered by user	N	N
<b>NAME</b>	<p>This field lists the associated employee name with the employee number selected in the "EMP #" field.</p>	Derived	System generated	N	N
<b>DESCRIPTION</b>	<p>This pop-up field is where the line item description is recorded. This field holds seven pages worth of information.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required	Entered by user	N	Block15 on CD-404
<b>TRADE-IN</b>	<p>This check box indicates whether the line item is associated with a trade-in.</p>	Derived	System generated from FM041p3	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>OTHER INFO</b>	This field enters the user into additional information about the requisition line item (e.g., suggested buyer, requested delivery date, delivery POC, depreciation ACCS, and useful life)  Note: This field is a drill-down and is shown in further detail on page 33.	Required	Entered by user	N	N
<b>RI MTH</b>	This field defaults in with a "Q" to indicate a quantity based transaction.  Note: Leave as a default.	Required	System generated	N	N
<b>RI ACT</b>	This field displays an "N" if the item has yet to be electronically received or invoiced. Once electronic receipt or invoice has been approved this field will change to a "Y".	Required	System generated	N	N
<b>QUANTITY</b>	This field lists the quantity being ordered for the related purchase order line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required	Entered by user	N	Block 17 on CD-404
<b>UNIT</b>	This field lists the unit of measure for the purchase order line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 18 on CD-404
<b>ORIGINAL UNIT PRICE</b>	This field lists the original unit price unaffected by any changes regarding a trade-in or a discount.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>UNIT PRICE</b>	This field lists the unit price of the line item. This amount will change if a discount is processed.	Derived	System generated	N	Block 19 on CD-404
<b>ITEM TOTAL \$</b>	This field calculates the total dollar amount for the purchase order line item.	Derived	System generated	N	Block 19 on CD-404
<b>ACCS</b>	<p>This field indicates whether the ACCS information has been entered. If it has, the field displays an "X".</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p> <p>Note: This field is a drill-down and is shown in further detail on page 37.</p>	Required. Double click to access the pop-up.	Entered by user	N	Block 39 on CD-404
<b>NEXT</b>	<p>Selecting this pushbutton advances the user to the next screen.</p> <p>Note: This pushbutton is not enabled on this screen.</p>	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM050-Open Purchase Requests

The screenshot shows a software window titled "ALL OPEN PURCHASE REQUESTS (fm050)". It contains a table with the following columns: DELIVERY DATE, OPEN QTY, ITEM NO, ITEM TYPE, COMMODITY, #, PR TYPE, DATE, BPA, and QT. The table lists several purchase requests, with the entry for 05-FEB-1999, 2.000, 1, EQUIP, G/S, 448-0, POREQ, 02/05/1999, and P highlighted in blue. Below the table is a form with fields for VENDOR NAME (15140-1 NATIONAL COMPUTER SYSTEMS), VENDOR NO, VENDOR ID, PART/STOCK NO, and DESCRIPTION (#201-428. 02 PTFE/PP FILTERS). There are also "PREV" and "CANCEL" buttons.

DELIVERY DATE	OPEN QTY	ITEM NO	ITEM TYPE	COMMODITY	#	PR TYPE	DATE	BPA	QT
25-JAN-1999	4.000	1	GOODS	G/S	149-0	POREQ	01/25/1999	<input type="checkbox"/>	A
28-JAN-1999	10.000	1	GOODS	G/S	288-0	POREQ	01/28/1999	<input type="checkbox"/>	P
05-FEB-1999	2.000	1	EQUIP	G/S	448-0	POREQ	02/05/1999	<input checked="" type="checkbox"/>	P
08-FEB-1999	70.000	1	EQUIP	G/S	455-0	POREQ	02/08/1999	<input type="checkbox"/>	A
10-FEB-1999	20.000	3	GOODS	G/S	443-0	POREQ	02/05/1999	<input type="checkbox"/>	A
10-FEB-1999	20.000	2	GOODS	G/S	443-0	POREQ	02/05/1999	<input type="checkbox"/>	A
10-FEB-1999	20.000	1	GOODS	G/S	483-0	POREQ	02/10/1999	<input type="checkbox"/>	A
10-FEB-1999	20.000	4	GOODS	G/S	483-0	POREQ	02/10/1999	<input type="checkbox"/>	A
10-FEB-1999	20.000	2	GOODS	G/S	483-0	POREQ	02/10/1999	<input type="checkbox"/>	A
10-FEB-1999	20.000	3	GOODS	G/S	483-0	POREQ	02/10/1999	<input type="checkbox"/>	A

VENDOR NAME: 15140-1 NATIONAL COMPUTER SYSTEMS  
 VENDOR NO:   
 VENDOR ID:   
 PART/STOCK NO:   
 DESCRIPTION: #201-428. 02 PTFE/PP FILTERS  
 Buttons: PREV, CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DELIVERY DATE</b>	This field lists the requested delivery date of the item as entered by the requisitioner.	Derived	System generated from FM030	N	N
<b>OPEN QTY</b>	This field lists the remaining open quantity to be obligated.	Derived	System generated from FM030	N	N
<b>ITEM NO</b>	This field identifies the specific requisition line item number.	Derived	System generated from FM030	N	N
<b>ITEM TYPE</b>	This field identifies the item type selected on the FM030.	Derived	System generated from FM030	N	N
<b>COMMODITY</b>	This field identifies the commodity code selected on the FM030.	Derived	System generated from FM030	N	N
<b>PR</b>					
<b>#</b>	This field identifies the purchase request number.	Derived	System generated from FM030	N	N
<b>TYPE</b>	This field indicates the purchase request's document type.	Derived	System generated from FM030	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DATE</b>	This field displays the date that the purchase request was created.	Derived	System generated from FM030	N	N
<b>BPA</b>	This field will always be blank since BPAs are not created on FM030.				
<b>QT</b>	This field lists the purchase requisition quote type.	Derived	System generated from FM030	N	N
<b>VENDOR NAME</b>	This field lists the suggested vendor for the purchase request as entered on the FM030.	Derived	System generated from FM030	N	N
<b>VENDOR NO</b>	This field lists the associated vendor number, for the selected line item.	Derived	System generated from FM030	N	N
<b>VENDOR ID</b>	This field lists the associated address id number for the vendor.	Derived	System generated from FM030	N	N
<b>PART/STOCK NO</b>	This field lists the manufacturer's part number and stock number for the purchase request, if one was selected.	Derived	System generated from FM030	N	N
<b>DESCRIPTION</b>	This field lists the requisition line item description for the selected line item.	Derived	System generated from FM030	N	N
<b>PREV</b>	<p>Selecting this pushbutton places the user on the FM041e screen.</p> <p>Note: Further detail is shown on page 30.</p>	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041e-Open Purchase Requests

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>PO LINE ITEM #</b>	This field indicates the purchase order line item to which the requisition line item is associated.	Derived	System generated	N	N
<b>PURCHASE REQUEST</b>					
<b>TYPE</b>	This field indicates the purchase request's document type.	Derived	System generated from FM030	N	N
<b>DOCUMENT #</b>	This field identifies the purchase request's document number.	Derived	System generated from FM030	N	Block 48 on CD-404
<b>DATE</b>	This field displays the date that the purchase request was created.	Derived	System generated from FM030	N	N
<b>ITEM #</b>	This field lists the requisition line item number for all the associated data.	Derived	System generated from FM030	N	Block 47 on CD-404
<b>QUANTITY</b>					

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>REQUESTED</b>	This field lists the total quantity identified on the purchase request line item.	Derived	System generated from FM030	N	N
<b>U/M</b>	This field lists the unit of measure for the purchase request line item.	Derived	System generated from FM030	N	N
<b>PREVIOUS BALANCE</b>	This field lists the quantity of items for this transaction.	Derived	System generated from FM030	N	N
<b>THIS TRANS</b>	This field lists the quantity of items for this transaction.	Derived	System generated from FM030	N	N
<b>REMAINING</b>	This field lists the remaining balance after an amount has been reduced.	Derived	System generated	N	N
<b>DELIVER TO</b>	This field lists the employee name that is the delivery point of contact for the item.	Derived	System generated from FM030.	N	Block 50 on CD-404
<b>SUGGESTED DELIVERY DATE</b>	This field lists the requested delivery date of the item as entered by the requestor.	Derived	System generated from FM030	N	N
<b>MDL</b>	This field lists the multiple distribution line item number for the purchase request line item.	Derived	System generated from FM030	N	N
<b>QUANTITY</b>	This field lists the quantity for the requisition line item.	Derived	System generated from FM030	N	N
<b>ACCS FOR PO LINE ITEM</b>	This field lists the account classification code structure entered for each MDL on the purchase request.	Derived	System generated from FM030	N	N
<b>TOTAL</b>	This field list the total quantity of items for all listed MDL's.	Derived	System generated	N	N
<b>FINAL</b>	This check box is flagged when all quantities have been selected.	Optional	Entered by user	N	N
<b>PREV</b>	Selecting this pushbutton returns the user to the FM041p2 screen.	Pushbutton	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.  Note: This pushbutton is not enabled on this screen.	Pushbutton	N/A	N/A	N/A

### FM041 p2-Purchase Order (Other Info)

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DOCUMENT MATCHING:</b>					
<b>DEFAULT</b>	This field indicates if document default matching is used for the purchase order. This field automatically defaults to "Y" allowing the default matching criteria determined by the item type to pull forward onto receipt and acceptance, but it may be overwritten.	Derived	System generated	N	N
<b>RT</b>	This field indicates if the line item requires a receiving ticket on PM030 in order to be released for payment.  This field will remain blank unless the "Default" field is changed to "N". If the "Default" field is "N", this field becomes required.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>AC</b>	<p>This field indicates if the line item requires acceptance on PM031 in order to be released for payment.</p> <p>This field will remain blank unless the "Default" field is changed to "N". If the "Default" field is "N", this field becomes required.</p>	Optional	Entered by user	N	N
<b>AP</b>	<p>This field indicates if the line item requires a vendor invoice in order to be released for payment.</p> <p>This field will remain blank unless the "Default" field is changed to "N". If the "Default" field is "N", this field becomes required.</p>	Optional	Entered by user	N	N
<b>HOLDBACK:</b>					
<b>NONE</b>	<p>This radio button indicates that no holdback is needed. This field automatically defaults to indicate no holdback (retainage).</p>	Derived	System generated	N	N
<b>DOLLARS</b>	<p>This radio button indicates if the holdback (retainage) is going to be dollar based.</p> <p>This field will remain blank unless the "None" field is unchecked.</p>	Optional	Entered by user	N	N
<b>PERCENT</b>	<p>This radio button indicates if the holdback (retainage) is going to be percentage based.</p> <p>This field will remain blank unless the "None" field is unchecked.</p>	Optional	Entered by user	N	N
<b>AMOUNT</b>	<p>This field indicates the amount of the holdback.</p> <p>This field will remain blank unless the "None" field is unchecked.</p>	Optional	Entered by user	N	N
<b>PSC CODE</b>	<p>This field lists the product service code for the item</p>	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>PAYMENT OFFICE</b>	These fields list the code, name, address, and city of the office responsible for processing payment. This field defaults to payment office code of the user, but can be overwritten.	Required. This field contains an LOV.	System generated from PM079	N	Block 12 on CD-404
<b>STATE</b>	This field lists the state of the office responsible for processing payment. This field defaults based on the selected "Payment Office".	Derived	System generated from PM079	N	Block 12 on CD-404
<b>ZIP CODE</b>	These fields list the state of the office responsible for processing payment. This field defaults based on the selected "Payment Office".	Derived	System generated from PM079	N	Block 12 on CD-404
<b>ASSET CATEGORY</b>	This field list the code indicating the major category for the line item.	Optional	Entered by user	N	N
<b>INDICATOR</b>	This field identifies the general category of equipment and its use.	Optional	Entered by user	N	N
<b>AIN</b>	This field list the asset indicator number for the item.	Optional	Entered by user	N	N
<b>SUGGESTED DELIVERY DATE</b>	This field lists the delivery date requested by the requisitioner.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required	Entered by user	N	Block 16 on CD-404
<b>DELIVERY POC</b>					

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>(EMPLOYEE NUMBER AND NAME)</b>	<p>These fields list the employee number and name of the delivery point of contact for the item. Double clicking in this field will access the PRR001 screen.</p> <p>Note: This screen is a drill down and is shown in further detail on page 1-22.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required. This field contains an LOV.	Entered by user	N	Block 30 on CD-404
<b>LOCATION</b>	This field lists the location address of the delivery POC. This field defaults based on the employee number	Derived	System generated	N	Block 30 on CD-404
<b>PHONE</b>	This field lists the phone number of the delivery POC. This field defaults based on the employee number	Derived	System generated	N	Block 30 on CD-404
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041-Line Item Account Distribution

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>PO</b>					
<b>MDL</b>	This field lists the MDL number for the requisition line item.	Derived	System generated	N	Block 34 on CD-404
<b>%</b>	This field lists the actual breakdown of what percentage is associated with the MDL. If the “%” field is entered, the “quantity” and “\$” fields will automatically populate.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to “Y” or PR = “Y”.	Required	Entered by user	N	Block 40 on CD-404

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>QTY</b>	<p>This field calculates the distribution of the ACCS. If the quantity data is entered, the “%” and “\$” fields will automatically populate.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to “Y” or PR = “Y”.</p>	Derived	System generated	N	Block 36 on CD-404
<b>\$</b>	<p>This field calculates the dollar amount of the line item distributed for one MDL. This value is system calculated based on the percentage or quantity entered, but can be overwritten to accommodate rounding issues.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to “Y” or PR = “Y”.</p>	Derived	System generated	N	Block 41 on CD-404
<b>ACCS</b>	<p>This field lists the account classification code structure. The data for this field defaults based on the buyers id, but can be overwritten by drilling down on the field.</p> <p>If the default ACCS is being used, the user must enter the object class and a valid employee id in the User Defined Field.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to “Y” or PR = “Y”.</p> <p>Note: This field is a drill down and is shown in further detail on page 41.</p>	Required	Entered by user	N	Block 39 on CD-404
<b>PR</b>					

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
#	This field identifies the associated purchase request number referencing the purchase order line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Derived	System generated	N	N
TYPE	This field indicates if the associated document referencing the purchase order is a "POREQ" or "FEDSTRIP".  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Derived	System generated	N	N
ITEM	This field identifies the associated purchase request line item number referencing the PO line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Derived	System generated	N	N
MDL	This field identifies the associated purchase request line item MDL number referencing the PO line item.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Derived	System generated	N	N
ACCS	This field lists the ACCS that is associated with the MDL.	Derived	System generated	N	N
FUNDS AVAIL	This field will default to a "Y" after the system has undergone funds checking and determines if funding is available.	Derived	System generated	N	N
OVERRIDE	This field indicates if the funds override official was notified for this document.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ACCEPTANCE EMP</b>	<p>This field lists the employee number and name of the employee designated to accept the purchase. Only the individual selected as an acceptance employee will be able to accept a 4-way match on the acceptance screen.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required	Entered by user	N	N
<b>RECEIVING OFFICE</b>	<p>This field lists the receiving office code and the name of the office selected to receive the purchase order line item. A tilde in front of the receiving office code indicates a private ship to address is being used.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required. This field contains an LOV.	Entered by user	N	Block 30 on CD-404
<b>ADDRESS</b>	<p>Selecting this pushbutton enters the user into the receiving office information screen.</p> <p>Note: Further detail is shown on page 44.</p>	Pushbutton	N/A	N/A	N/A
<b>LINE ITEM TOTALS</b>	<p>This field lists the percent total, quantity total and amount total of all listed multiple distribution line items. The percent total's sum should equal 100%. The quantity should also equal the value entered for the line item on FM041p2.</p>	Derived	System generated	N	N
<b>PREV</b>	<p>Selecting this pushbutton returns the user to the previous screen.</p>	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	<p>Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.</p>	Pushbutton	N/A	N/A	N/A

### FM041-Account Classification Code Structure

ACCOUNT CLASSIFICATION CODE STRUCTURE (dba094)

PROJECT/ BUR	TASK	FUND	PROGRAM	ORGANIZATION	OBJECT CLASS
14	0002331	000	35	01 01 01 001	06 00 0006 00 00 00 00 26 10 00 00

USER DEFINED FIELD

NAME

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>BUREAU</b>	This field displays the selected bureau from the requisition.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y". Otherwise, the field displays the default bureau for the buyer.	Required. This field contains an LOV.	Valid values are maintained in GL004	N	N
<b>PROJECT/ TASK</b>	This field displays the selected project from the requisition.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y". Otherwise, the field displays the default project/task for the buyer.	Required. This field contains an LOV.	Valid values are maintained in CM004	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>FUND</b>	<p>This field displays the selected fund from the requisition.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y". Otherwise, the field displays the default fund for the buyer.</p>	Derived	Valid values are maintained in GL013	N	N
<b>PROGRAM</b>	<p>This field displays the selected program from the requisition.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y". Otherwise, the field displays the default program for the buyer.</p>	Derived	Valid values are maintained in GL050	N	N
<b>ORGANIZATION</b>	<p>This field displays the selected organization from the requisition.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y". Otherwise, the field displays the organization for the buyer.</p>	Required. This field contains an LOV.	Valid values are maintained in FM001	N	N
<b>OBJECT CLASS</b>	<p>This field displays the selected object class from the requisition.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y". Otherwise, the field is blank until a valid object class is entered.</p>	Required. This field contains an LOV.	Valid values are maintained in GL013	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>USER DEFINED FIELD</b>	<p>This field uses an employee id number to route the document to the necessary approvers.</p> <p>Note: If this field populates from the FM030 purchase request, the field will need to be changed to reflect the new approver of the document.</p> <p>Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".</p>	Required. This field contains an LOV.	Valid values are maintained in GL029	N	N
<b>NAME</b>	<p>This field shows the corresponding description for the ACCS fields.</p> <p>i.e. In the picture the cursor is in the "Bureau" field. Bureau "14" is NOAA. As a result, the name field reads "NOAA".</p>	Derived	System generated based on the field selected	N	N
<b>PREVIOUS</b>	<p>Selecting this pushbutton returns the user to the previous page.</p> <p>This field pushbutton is not enabled on page one.</p>	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	<p>Selecting this pushbutton will cancel any changes made and automatically exit the user back to the last open screen.</p>	Pushbutton	N/A	N/A	N/A

### FM041-Receiving Office Information

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>RECEIVING OFFICE CODE</b>	This field lists the office code for the particular address. A tilde (~) in front of a receiving office code indicates a private shipping address.	Derived	System generated	N	N
<b>NAME</b>	This field lists the name of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required for entry of new address	Private addresses are entered by user.  Public address valid values are maintained in PR005.	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ADDRESS</b>	This field lists the address of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required for entry of new address	Private addresses are entered by user.  Public address valid values are maintained in PR005.	N	N
<b>ADDRESS</b>	This field lists additional address information of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Optional	Private addresses are entered by user.  Public address valid values are maintained in PR005.	N	N
<b>ADDRESS</b>	This field lists additional address information of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Optional	Private addresses are entered by user.  Public address valid values are maintained in PR005.	N	N
<b>CITY</b>	This field lists the city of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required for entry of new address This field contains and LOV.	City values are maintained on the PR004.  Public address valid values are maintained in PR005.	N	N
<b>STATE</b>	This field lists the state of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required for entry of new address	State values are maintained on the PR004.  Public address valid values are maintained in PR005.	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ZIP</b>	This field lists the city of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required for entry of new address	Private address zip codes are entered by user.  Public address valid values are maintained in PR005.	N	N
<b>COUNTRY</b>	This field lists the country of the receiving office point.  Note: This field populates from the FM030 purchase request if 1 PR to 1 PO is set to "Y" or PR = "Y".	Required for entry of new address	State values are maintained on the PR004.  Public address values are maintained in PR005.	N	N
<b>ACTIVE</b>	This check box displays that the entered/viewed receiving office code is active.	Derived	System generated	N	N
<b>DATE</b>	This field lists the date that the address was created and activated.	Derived	System generated	N	N
<b>PREV</b>	Selecting this pushbutton returns the user to the previous page.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041 p3 - Discount and Trade In Information

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DOCUMENT NO.</b>	<p>This field list the purchase order number from which the data defaults.</p> <p>The first section lists the main document number. The second section lists the release number. The third section lists any modification numbers.</p>	Derived	System generated from FM041	N	N
<b>DISCOUNT PERCENT</b>	<p>This field displays the control discount percent to be applied to the line items selected. The value entered must be between .0000 to 99.9999</p> <p>Note: This field works in conjunction with the "All Items" and "Selected Items" radio button.</p>	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DISCOUNT AMOUNT</b>	This field displays the control discount amount to be applied to the selected line items. The value entered must be greater than .0000 and less than the original unit price.  Note: This field works in conjunction with the "All Items" and "Selected Items" radio button.	Optional	Entered by user	N	N
<b>ALL ITEMS</b>	This radio button will apply a control discount percent/amount to every line item.	Optional	Entered by user	N	N
<b>SELECTED ITEMS</b>	This radio button will apply the control discount percent/amount to selected line items. This radio button works in conjunction with the DISCNT Y/N flag.	Derived	Entered by user	N	N
<b>ITEM NO</b>	This field displays the line item number.	Derived	System generated from FM041	N	N
<b>DESCRIPTION</b>	This field contains the description of the line item.	Derived	System generated from FM041	N	N
<b>QUANTITY</b>	This field contains the quantity of the line item.	Derived	System generated from FM041	N	N
<b>ORIGINAL UNIT PRICE</b>	This field displays the unit price of the line item without a discount.	Derived	System generated from FM041	N	N
<b>DISCOUNT PCT(%)</b>	This field displays an individual discount percent specific to a line item. The value entered must be between .0000 and 99.9999.	Optional	Entered by user	N	Block 15 on CD-404
<b>DISCOUNT AMOUNT</b>	This field displays the individual discount amount specific to the line item. The value must be less than the original unit price.	Optional	Entered by user	N	Block 15 on CD-404

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DISCOUNTED UNIT PRICE</b>	This field contains the calculated unit price after the discounts have been applied. The original unit price will default in if the line item has no discounts.	Derived	System generated	N	N
<b>FINAL UNIT AMOUNT</b>	This field contains the total dollar amount of the line item.	Derived	System generated	N	N
<b>DISCNT Y/N</b>	This check box allows the user to apply a discount to a specific line item. It is used in association with the "Selected Items" radio button.	Optional	Entered by user	N	N
<b>TRADE IN INFORMATION</b>					
<b>QUANTITY</b>	This field contains the quantity of the item that is to be traded in.  Note: This field is required for a trade in	Optional	Entered by user	N	Block 17 on CD-404
<b>UNIT PRICE</b>	This field displays the price for each unit of item being traded in. It cannot be a negative value. This field is required only if a trade-in quantity has been entered.	Optional	Entered by user	N	Block 19 on CD-404
<b>FINAL UNIT AMOUNT</b>	This field displays the total dollar amount of the trade-in item.	Derived	System generated	N	Block 20 on CD-404
<b>VOLUME DISCOUNT PCT:</b>	This field displays the percent discount for the entire purchase order. The discount is applied to the discounted unit price of every line item on the purchase order. The value must be in the range of .0000 to 99.9999.	Optional	Entered by user	N	Block 15 on CD-404
<b>TOTAL:</b>	This field contains the total dollar amount of the purchase order including all discounts and trade-ins.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>TRADE IN DESCRIPTION</b>	<p>This field allows the user to enter the trade in item description.</p> <p>Note: The user can only see the description of the trade in when that line item is selected.</p> <p>Note: This field is required when entering a trade-in.</p>	Optional	Entered by user	N	Block 15 on CD-404
<b>OK</b>	Selecting this pushbutton will save all data entered, and exit the user back to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will exit the user back to FM041 without saving any changes.	Pushbutton	N/A	N/A	N/A
<b>RECALCULATE</b>	<p>Selecting this pushbutton will recalculate the discounted unit price of each line item for which the user has entered a discount.</p> <p>Note: This pushbutton does not save any of the data.</p>	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Order (SF-281)

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ORDER TYPE:</b>	This field lists the purchase order type.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>TYPE OF CONTRACTOR :</b>	This field lists the type of contractor working on this order.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>CONTRACT KIND:</b>	This field lists the action type for the purchase order.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>PREFERENCE PROGRAM:</b>	This field indicates if and what kind of preference has been used in awarding the contract.	Required. This field contains an LOV.	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>COMPETITION:</b>	This field contains details as to what the extent the contract is open to competition.	Required. This field contains an LOV.	System generated	N	Part I on SF-281
<b>PSC CODE:</b>	This field indicates the product or service code associated with the purchase order.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>DOCUMENT NO:</b>	This field lists the award type, originating office code, contracting office code, last digit of the fiscal year and the obligation number generated by the order.	Derived	System generated	N	N
<b>MODIFICATION NO:</b>	This field lists the modification number associated with the document. If the document is not a "Mod", the field defaults in as "0".	Derived	System generated	N	Part I on SF-281
<b>AGENCY:</b>	This field lists the reporting agency code.	Derived	System generated	N	Block C on SF-281
<b>AWARD DATE:</b>	This field is the date that the report is being completed and the award is being finalized	Required.	Entered by user	N	N
<b>REPORTING PERIOD:</b>	This field indicates the period that the report was issued.	Derived	System generated	N	Block A on SF-281
<b>ORDERED AGAINST:</b>	This field lists the contract ordered against number for the document.	Optional	Entered by user	N	N
<b>DOLLARS OBLIGATED:</b>	This field contains the dollar amount being obligated to the contract at the present time. It will be a positive value for all new purchase orders and any modifications that increase the total order amount. This field will be a negative value for all modifications that decrease the total order amount.	Derived	System generated	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>PMAT:</b>					
<b>SAVINGS \$</b>	This field lists the savings, rounded to the nearest dollar, which were saved on this award.	Required	Entered by user	N	N
<b>SAVINGS CAT</b>	This field lists the savings category for the purchase order.  Note: This field is only required if savings are recorded.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>COMPLEXITY</b>	This field lists the savings complexity for the award.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	N
<b>DATA COMPLETE</b>	This check box indicates that the reporting information is complete and ready to enter funds checking.	Required	Entered by user	N	N
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Order (CD-409 page 1)

**PO REPORTING INFORMATION (fm041 p1)**  
FORM: CD-409 INDIVIDUAL CONTRACT ACTION

REPORTING AGENCY  RECORD TYPE  ORDER TYPE  DAO

DOCUMENT #  OBL \$   
 MODIFICATION #  OBL TYPE   
 CONTRACTING OFFICE  PSC CODE   
 AWARD DATE  SIC CODE   
 REPORT PERIOD  COMM ITEM   
 CONTRACT ACTION  RGA   
 ORDERED AGAINST  FOREIGN   
 READY REQ DATE  MULTI YEAR   
 EST CONTR LIFE \$

VENDOR: DUHS #  NAME   
 PHONE  DIVISION   
 ADDRESS   
 ADDRESS2   
 CITY  STATE  ZIP CODE   
 PPP: STATE/COUNTRY  CITY/COUNTY

NEXT PREV CANCEL

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>REPORTING AGENCY</b>	This field presents the reporting agency code.	Derived	System generated	N	Block 1 on CD-409
<b>RECORD TYPE</b>	This field indicates the record type.	Required. This field contains an LOV.	System generated	N	Block 7 on CD-409
<b>ORDER TYPE</b>	This field displays the type of order.	Required. This field contains an LOV.	System generated	N	N
<b>DAO</b>	This field indicates whether this document is a departmental administrative order.	Optional	Entered by user	N	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DOCUMENT #</b>	This field lists the award type, originating office code, contracting office code, last digit of the fiscal year and the obligation number generated by the order.	Derived	System generated	N	Block 2 on CD-409
<b>MODIFICATION #</b>	This field lists the modification number associated with the document. If the document is not a "Mod", the field defaults in a "0".	Derived	System generated	N	Block 3 on CD-409
<b>CONTRACTING OFFICE</b>	This field displays the contracting office from where the obligation originated	Derived	System generated	N	Block 5 on CD-409
<b>AWARD DATE</b>	This field is the date that the report is being completed and the award is being finalized.	Required	Entered by user	N	Block 6 on CD-409
<b>REPORT PERIOD</b>	This field indicates the period that the report was issued.	Derived	System generated	N	Block8 on CD-409
<b>CONTRACT ACTION</b>	This field details the type of contract action being taken.	Required	Valid values are maintained in PR004	N	Block 9 on CD-409
<b>ORDERED AGAINST</b>	This field lists the contract ordered against number for the document.	Optional	Entered by user	N	Block 4 on CD-409
<b>READY REQ DATE</b>	This field contains the date that the requisition was established.	Required	Entered by user	N	Block A on CD-409
<b>EST CONTR LIFE \$</b>	This field indicates the cost of the contract over the life of the project.	Derived	System generated	N	Block B on CD-409
<b>OBL \$</b>	This field contains the dollar amount being obligated to the contract at the present time.	Derived	System generated from FM041	N	Block 10 on CD-409
<b>OBL TYPE</b>	This field contains the type of obligation action being taken.	Derived	System generated	N	Block 11 on CD-409
<b>PSC CODE</b>	This field indicates the product or service code associated with the order.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 12 on CD-409

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>SIC CODE</b>	This field indicates the standard industrial classifications code associated with the purchase order.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 13 on CD-409
<b>COMM ITEM</b>	This field indicates whether the item is a commercial acquisition.	Required	Entered by user	N	Block 14 on CD-409
<b>RGA</b>	This field indicates whether the item is a revenue generating agreement.	Required	Entered by user	N	Block C on CD-409
<b>FOREIGN</b>	This field indicates if the vendor is a foreign or international.	Required	Entered by user	N	Block 17 on CD-409
<b>MULTI YEAR</b>	This field indicates whether or not the contract is to be delivered over multiple years.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 20 on CD-409
<b>VENDOR</b>					
<b>DUNS #</b>	This field lists the DUNS number associated with the vendor information. This field defaults in when a vendor is selected. This information can not be overwritten.	Derived	System generated from PM002	N	Block 16 on CD-409
<b>NAME</b>	This field lists the vendor name for the document.	Derived	System generated from PM002	N	Block 15 on CD-409
<b>PHONE</b>	This field lists the phone number of the awarded vendor.	Derived	System generated from PM002	N	N
<b>DIVISION</b>	This field lists the division of the company of the awarded vendor.	Derived	System generated from PM002	N	Block D on CD-409
<b>ADDRESS</b>	This field lists the address of the vendor.	Derived	System generated from PM002	N	Block E on CD-409
<b>ADDRESS2</b>	This field lists additional vendor address information.	Derived	System generated from PM002	N	Block E on CD-409
<b>CITY</b>	This field displays the vendor's city.	Derived	System generated from PM002	N	Block F on CD-409
<b>STATE</b>	This field displays the vendor's state.	Derived	System generated from PM002	N	Block F on CD-409

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>ZIP CODE</b>	This field displays the vendor's zip code.	Derived	System generated from PM002	N	Block F on CD-409
<b>PPP:</b>					
<b>STATE/COUNTRY</b>	This field indicates the state or country of the principal place of performance for the assembly of the good or manufacturer.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 17 on CD-409
<b>CITY/COUNTY</b>	This field indicates the city or county of the principal place of performance for the assembly of the good or manufacturer.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block 17 on CD-409
<b>NEXT</b>	Selecting this pushbutton advances the user to the CD-409 p2 screen.  Note: Further detail is shown on page 58.	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A

### FM041-Purchase Order (CD-409 page 2)

**PO REPORTING INFORMATION (fm0411 p2)**

MFRG COUNTRY	US	EXTENT COMPETED	A
SYNOPSIS CODE	C	CONTRACTOR TYPE	B
CONTRACT TYPE	J	MINORITY	N
CICA	A	WOMAN-OWNED	Y
SOLICIT PROCED	A	PREFERENCE PROGRAM	H
NON-COMPETE AUTH		SUBCONTRACT PLAN	B
# OFFERS	A	LABOR STATUTES	A

EST COMPLETION DATE	18-FEB-1999	VENDOR TIN	123543214
COMMON PARENT NAME			
COMMON PARENT TIN		CONTRACT SPEC INITIALS	JLR
CONTRACTING OFFICER	RORSTROM LEE, JERALDINE	PHONE	301-713-0856
COTR			
PMAT: SAVINGS \$	0	SAVINGS CAT	
		COMPLEXITY	1

DATA COMPLETE

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>MFRG COUNTRY</b>	This field indicates in which country the manufacturer resides.	Required. This field contains an LOV.	System generated	N	Block 22 on CD-409
<b>SYNOPSIS CODE</b>	This field indicates whether or not the contract has been synopsised.	Required. This field contains an LOV.	System generated	N	Block 23 on CD-409
<b>CONTRACT TYPE</b>	This field defines the contract type.	Required. This field contains an LOV.	System generated	N	Block 24 on CD-409
<b>CICA</b>	This field indicates CICA applicability.	Required. This field contains an LOV.	System generated	N	Block 25 on CD-409

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>SOLICIT PROCED</b>	This field indicates the type of solicitation procedure to use. This field is only applicable if the CICA APPLICABILITY field has option 'A' selected.	Required. This field contains an LOV.	System generated	N	Block 26 on CD-409
<b>NON-COMPETE AUTHORITY</b>	This field describes the type of authority to use if the contract is not full and open competition. This field is only applicable if the SOLICITATION PROCEDURES field has option 'L' selected.	Required. This field contains an LOV.	System generated	N	Block 27 on CD-409
<b># OFFERS</b>	This field contains the code for the number of offers received for the contract. This field is only applicable if the CICA APPLICABILITY field has option 'A' or 'E' selected.	Required. This field contains an LOV.	System generated	N	Block 28 on CD-409
<b>EXTENT COMPETED</b>	This field contains details as to the what extent the contract is open to competition.	Required. This field contains an LOV.	System generated	N	Block 29 on CD-409
<b>CONTRACTOR TYPE</b>	This field describes the type of contractor that was awarded the contract.	Required. This field contains an LOV.	System generated	N	Block 30 on CD-409
<b>MINORITY</b>	This field indicates whether the contractor is a minority.	Required. This field contains an LOV.	System generated	N	Block G on CD-409
<b>WOMAN-OWNED</b>	This field indicates whether the contractor is owned by a woman.	Required. This field contains an LOV.	System generated	N	Block 31 on CD-409
<b>PREFERENCE PROGRAM</b>	This field indicates if and what kind of preference has been used in awarding the contract to a contractor.	Required. This field contains an LOV.	System generated	N	Block 32 on CD-409
<b>SUBCONTRACT PLAN</b>	This field indicates whether a sub-contracting plan is needed.	Required. This field contains an LOV.	System generated	N	Block 33 on CD-409

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>LABOR STATUTES</b>	This field indicates to which labor statutes, if any, the contract is subject.	Required. This field contains an LOV.	System generated	N	Block 34 on CD-409
<b>EST COMPLETION DATE</b>	This field list the date by which the contract should be completed.	Required	Entered by user	N	Block 35 on CD-409
<b>VENDOR TIN</b>	This field lists the contractor's tax identification number.	Derived	System generated	N	Block 36 on CD-409
<b>COMMON PARENT NAME</b>	This field identifies the common parent which may exist with the awarded vendor and another subsidiary company.	Derived	System generated	N	Block 37 on CD-409
<b>COMMON PARENT'S TIN</b>	This field lists the common parent's tax identification number.	Derived	System generated	N	Block 38 on CD-409
<b>CONTRACT SPEC INITIALS</b>	This field contains the contracting officer's initials.	Derived	System generated	N	Block I on CD-409
<b>CONTRACTING OFFICER</b>	This field indicates which contracting officer has prepared the contract.	Derived	System generated	N	Block H on CD-409
<b>PHONE</b>	This field contains the contracting officer's phone number.	Derived	System generated	N	Block J on CD-409
<b>COTR</b>	This field contains the contracting officer's technical representative name.	Derived	System generated	N	N
<b>PMAT SAVINGS</b>	This field lists the savings, rounded to the nearest dollar, which were saved on this award.	Required	Entered by user	N	Block K on CD-409
<b>PMAT SAVINGS CATEGORY</b>	This field lists the savings, category, which classified the order.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block L on CD-409
<b>PMAT COMPLEXITY</b>	This field lists the savings, complexity on the award.	Required. This field contains an LOV.	Valid values are maintained in PR004	N	Block M on CD-409

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
<b>DATA COMPLETE</b>	This check box indicates that the reporting information is complete and ready to enter funds checking.	Required	Entered by user	N	N
<b>NEXT</b>	Selecting this pushbutton advances the user to the next screen.  Note: This pushbutton is not enabled on page two.	Pushbutton	N/A	N/A	N/A
<b>PREV</b>	Selecting this pushbutton returns the user to the previous screen.	Pushbutton	N/A	N/A	N/A
<b>CANCEL</b>	Selecting this pushbutton will cancel any changes made and exit the user to the last active screen.	Pushbutton	N/A	N/A	N/A